**All I Ever Needed To Know I Learned In U5**

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<th>Identifier</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>December 3, 2012</td>
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<tr>
<td>Class Length</td>
<td>1 hour 15 minutes</td>
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<th>Change Summary</th>
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<td>December 2012</td>
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1. **Lesson Plan Goals**
   What is Ethical Leadership and how do we maintain the ethical standards our parents instilled in us when we were in Kindergarten? Ethical Leadership, in the simplest of terms, is knowing right from wrong and doing what is right, even when right = difficult. This continuing education workshop builds on the RC Training curriculum for RCs, their staff and other key volunteers. There is a difference between what is legal (within the rules) and what is ethical and the goal is for the Regional Board to understand the difference.

2. **Class Length**
   1 hour 15 minutes (Allow time for questions and discussion during this time.)

3. **Instructor Requirements**
   Management Instructor
   Advanced Management Instructor at Section Meeting workshops.

4. **Learning Objectives**
   Define ethical leadership for AYSO leaders
   Understand the difference between legal and ethical
   Recognize when to “walk the talk”
   Learn how to go back to the basics – six philosophies

5. **Student Skills Required**
   - None required.

6. **Prerequisites**
   None

7. **Materials**
   Power Point Presentation (PPP)
   Flip Chart - available at Section Meetings
   Markers
   Pencils

8. **Equipment**
   LCD Projector and screen
Special Instructor Notes

General
- Early in the class, you should assess the level of experience in this workshop and find out which Board Members are present. The course is best if there are multiple Board Members in attendance from the same Region.

- After the introduction of the instructors, any housekeeping items should be covered. Start with the overview of the information with which each student will go away and how that information empowers them to complete their special job tasks.

- Inputs from the class can be captured on an appropriately positioned flip chart.

- Suggest that the participants share contact information for networking, problem solving and mentoring.

- End the workshop by giving a list of people who can be called for help with technical questions. This could be the Area Director, Section staff, or National Office staff.

- There are icons used to identify certain areas in the lesson plan. These are:
  - Activity
  - Key (critical) point
  - Question
  - Instructor Note
  - Handout
  - PowerPoint
  - Nuts and Bolts

Instructor notes will be in italics.

Small Group Instruction (outside of a Section Meeting)
- If giving this workshop at a Region or Area level, a much more informal approach can be taken.
- Arrive early enough to arrange the room that best fits the venue and anticipated number of participants. (Keep in mind what room arrangement lends itself to this workshop.)
- Tables at this workshop will be highly useful.

Section Meeting Workshop
- Watch your time during the presentation so that you will be able to answer questions. The more participants in the workshop, the more questions there will be.
- For responses from the attendees, you will need to write very large on a flip chart.
- For any questions from the attendees (or even for responses to questions asked), be sure to repeat each question (or key responses) for the attendees. Remind participants where detailed information can be found, such as in the course handouts or other manuals. When a question is asked, you may want to ask participants where the answer can be found.
Section Meeting Workshop – 50 or more participants

Everything listed above in Section Meeting Workshop applies plus:
For groups this large, it is even more critical that the lesson plan be followed exactly as stated. Class participation through questions and answers will be more difficult, so interactions will need to be carefully managed and limited. Get as many responses as time will allow. You will need to rely on the PowerPoint presentation to illustrate important points.

9. Introduction of Workshop and instructors –
PPP Slide # 1  5 Minutes

- Introduce yourself as workshop leader, the topic and co-instructors.
- Assess the attendees.
- If there are 10 or fewer participants ask each one to introduce themselves. Name, city/state, years of AYSO experience and current position. You can model the introduction for them so that they keep it short.
- The necessary information for their introduction is name, how long they have been an AYSO volunteer, and city and state where they are from.
- If the workshop has over 15 participants, ask that they turn to someone in the workshop that they don’t know and introduce themselves. They can do this several times in the course of a minute. It will be a friendly start to this workshop.

Slide # 2
This workshop is a version of this poster. Some of the most powerful messages we learn are from simple truths. Ask attendees if they have seen this poster. We think this new and interesting approach will get everyone thinking. We would like to thank Lisa Haygood (an RC from Section 1) for taking this idea and converting into a workshop.

Slide # 3
Objectives
- Define ethical leadership for AYSO leaders
- Understand the difference between legal and ethical
- Recognize when to “walk the talk”
- Learn how to go back to the basics – Six Philosophies

These are the objectives of this workshop. Go over each one quickly.

Slide # 4
Ethical Leadership
What is ethical leadership?
A: Knowing right from wrong and doing the right thing even when it is difficult.

We don't need polls or surveys to confirm that Americans are losing faith in the economy, corporate America and any other institutions.

Ask participants:
- Why do AYSO leaders need to be ethical?
- To give examples of decisions which challenge us to be ethical.
Slide # 5
Legal or Ethical
- **Legal** = appointed, established, or authorized by law
- **Ethical** = Accepted standards of conduct.
- Difference between legal and ethical
- Our goal is for AYSO volunteers to understand the difference.

_The role of the RCs, ADs and Regional Board Members as leaders is to give our families and our communities something to believe in again. When we were five, it was known as The Golden Rule. These typically revolve around Safe Haven, safety, or child protection issues. We don’t have a choice but to make the right legal decision._

Slide # 6
Ethical leadership for AYSO leaders
_Whether we intended to be “leaders” or not, as Region, Area, Section volunteers or a member of the NBOD, we are leaders, no matter what our job description is. We are viewed as leaders and it is important to know what is expected, both practically (job descriptions) and ethically, in order to perform successfully. What decisions in your position have challenged you to be “leaders”?_

Slide # 7
Leadership is both visible and invisible.
- Leaders need to be ethical ALL of the time, not just when someone is looking.
- Ethics are an integral part of how AYSO operates.
- Leaders have an opportunity to give people something to believe in again

_What kinds of decisions need to be made in AYSO at the spur of the moment? During games, tournaments, fund raisers, and events, situations come up where AYSO volunteers are required to make decisions on their own. This is when ethical leadership is tested._

Slide # 8
All we really ever need to know about how to live and what do to we learned in U5.
_Wisdom was not in the medal rounds of the World Cup, but on the 20x20 grids our AYSO coaches laid out with orange slices and we played Sharks and Minnows on at our “practice.” Did you ever hear the expression: “out of the mouths of babes”? We can learn so much watching children play. There is innocence in everything they do._

Slide # 9
Our Set of Rules from U5
_These set of rules should help you make decisions. Keep them in mind at all times._

Slide # 10
Play Fair
- Kid on Your Shoulder: Would you do it if your kids were watching?
- Golden Rule: Would you want to be on the receiving end of the decision or action? (“Treat others the way you want to be treated.”)
- Rule of Universality: Would it be okay if everyone did it? 

*These are pretty powerful concepts.*

If you can truthfully answer “yes” to all or most of those questions; then the decision or action is truly ethical.

Ask participants to give examples of each of the topics on these bullets.

**Slide # 11**

One true test of an ethical leader is making (and following through) with a decision that’s in the best interest of AYSO even when it’s not in the leaders’ self-interest to do so.

*Ask the group to give you examples of a decision that might be best for AYSO but not for the volunteer.*

- Suspend a volunteer who is a friend.
- Not allowing your child’s friend to be on the same team.
- Not using your position to pick your children’s coaches.

*It can at times be hard to distinguish “for the good of AYSO” from “for the good of the leader”.*

**Slide # 12**

Don’t Hit People

- “Trash talking” or “back-door politics” are hitting-below-the-belt.
- An ethical AYSO volunteer encourages healthy, honest debate and listens objectively to others’ viewpoints, opinions and experiences.
- Don’t allow, encourage, or ignore any trash-talking of or about the Region and/or its volunteers.

*We obviously mean this literally as well as figuratively. Sometimes the “blows” that hurt the most are the mean or spiteful words used to hurt or defame a volunteer, parent or player in a Region.*

If an RC, AD or any AYSO volunteer listens but doesn’t stop the words that hurt they are as guilty as the person who is speaking.

*What other vehicles can be used to say these words in this modern age of technology? Emails, Facebook, Twitter, etc.*

*What could an RC say to their Regional Board Members to be proactive?*

“*What happens in Vegas stays in Vegas.*” The RC should say: “We may deal with negative issues here in this Regional Board meeting, but when we leave this room, the attitude must be positive.”

**Slide # 13**

Clean Up Your Own Mess

- Take responsibility and work to correct mistakes.
- Don’t blame others -- even though they may have made the mistakes or failed to do their jobs. You are a “team” and the leader takes responsibility.
- Catch the flak and pass on the praise.

*Follow through on every situation. Don’t assume that someone else will take care of a problem. Your Area staff or Regional Board Members are all a part of your “Team”. They may make a mistake, but rather than blame them, find ways to “clean up the mess” and make it a positive experience for everyone. Ask participants to give examples of when it is easy to “pass the buck” in their position. Some examples are: team balancing, refund policy, late registration, requests from parents, etc.*
Slide # 14
Say You’re Sorry When You Hurt Somebody
- Recognize when your own actions or decisions have missed the mark.
- Have the courage to stand up and say that the decision, action or policy did not work.
- On the field, when you accidentally trip an opposing player you should instinctively offer your hand to help them up and say, “sorry about that,” and then play on.

Everyone makes mistakes.
It takes a strong ethical leader to admit when something goes wrong or a different course of action might have been better.
There is great power in being able to say that the entire Regional Board made a decision and not just one person. Sometimes in a confrontation the easiest thing to do is to “kill the messenger”.
What types of decisions does a Regional Board make that could take criticism? Acceptance of volunteers, refund policy, team assignments, late registration fees, etc.

Slide # 15
Watch Out for Traffic, Hold Hands, and Stick Together
- Running a Region, an Area or Section requires the input and exhaustive energies of many unique individuals.
- That ball (and striker) got past 10 other teammates, including you, before it hit the back of the net. Ethical leaders are team losers as well as team winners.

What kinds of situations does an RC or Regional Board have to deal with pre-season?
What is the week before the season like?

Slide # 16
Be Aware of Wonder
- There is always more than one way to do something; more than one way to approach a problem.
- Constantly strive to strengthen your Region with infusions of new ideas, new blood and experimentation.
- You’ll miss 100% of the shots you don’t take; and you cannot grow and prosper if you do not maximize the opportunities.

Late registration, refunds, parent requests, conflict between parents and referees – ask for two different approaches to any of these situations. In AYSO we like to use the positive approach, but sometimes a “carrot” can’t be used and the situation requires a “stick”.
Ask participants what practices they have in place to insure that they are constantly getting new parents involved either as volunteers or as Regional Board Members.

Slide # 17
Goldfish, Hamsters, and White Mice all Die. So Do We.
- An ethical leader does not outstay their usefulness.
- AYSO leaders recognize when they’ve done all they can; when they’ve taken their vision as far as it will go.
- At times the Region simply needs some new volunteers at the helm if it is going to continue to grow and develop with the changing times.
We are not trying to encourage anyone to leave AYSO, but there may come a time when we need a new challenge in AYSO or our personal or professional life demands that we take a break. We need to always be thinking about succession planning. Always try to bring in new young parents so that your Region isn’t perceived as a “good old boys” situation.
What do your Regions have in place to bring in young parents?

**Slide # 18**
Back to the Basics
All we really ever need to know about how to live and what do to we learned in U5.
**The Golden Rule**: love and respect; equality and trust -- take any of these items and extrapolate them into sophisticated adult terms and apply them to the daily operation of your Region, Area or Section and it holds true.

**Slide # 19**
If you always use “the kids” as the ideological compass in your decision-making, you cannot go wrong.
One of the things we haven’t discussed is how kids just want to have fun. If it isn’t fun they stop doing it. What things does your Regional Board do to have fun – “be kids again”? Does your Regional Board ever ask the question: How is this best for the kids?

**Slide # 20**
No matter how old you are or how long you’ve been doing this, when you go out in the world, it is best to hold hands and stick together.
We can achieve anything in AYSO if we all work together. What does your Region do to let the volunteers, parents, players and community know that you are part of AYSO which is a National organization?
- Take part in community activities.
- Buy the entire Regional Board shirts, jackets, hats, etc… this will let everyone know who you are and that you are united.
- Attend the Section Meeting so that you all can learn more about AYSO.

**Slide # 21**
AYSO is so much more than just children playing soccer. Our six philosophies support everything we learned today.
Brag about our philosophies. Make sure everyone in your community knows that AYSO is a National organization. What does your Region do to promote the six philosophies?

**Slide # 22**
Take any one of these items and extrapolate it into adult terms and apply it to your AYSO life and it holds true and clear and firm.
Think what a better world it would be if we all - the whole world - had cookies and milk about three o’clock every afternoon and then lay down with our blankies for a nap.
How could you use the ideas in this workshop at a Regional Board Meeting? Who else in your Region would benefit from these ideas?
Slide # 23
The List
- Play Fair
- Don’t Hit People
- Clean Up Your Own Mess
- Say You’re Sorry
- Hold Hands, and Stick Together
- Be Aware of Wonder
- Goldfish, Hamsters, and White Mice all Die So Do We
This will be the conclusion to the workshop. This next activity should take at least 10 minutes. Ask as many participants as possible these two things (ask for detail not just a quick response):
First – What is the one item from the list that you feel is your strength – something that you already do well?
And… second (after all response for their strength are completed) what is the item on the list that will be a challenge to you – something you don’t think you currently do well and will need to work on?

Slide # 24
Thanks for attending.

Thank volunteers for attending this workshop and encourage them to attend other Management Workshops and to try out the webinars.